

SECRET

(When Filled In)

REQUEST FOR PERSONNEL ACTION										DATE PREPARED		
1. SERIAL NUMBER		2. NAME (Last-First-Middle)								2 January 1970		
024345		PHILLIPS, DAVID A.										
3. NATURE OF PERSONNEL ACTION					4. EFFECTIVE DATE REQUESTED			5. CATEGORY OF EMPLOYMENT				
REASSIGNMENT					MONTH DAY YEAR 01 11 70			REGULAR				
6. FUNDS		V TO V		V TO CF		7. FINANCIAL ANALYSIS NO. CHARGEABLE			8. LEGAL AUTHORITY (Completed by Office of Personnel)			
CF TO V		X		CF TO CF		0135 0694						
9. ORGANIZATIONAL DESIGNATIONS					10. LOCATION OF OFFICIAL STATION							
DDP/WH FOREIGN FIELD BRANCH 5 BIO DE JANEIRO, BRAZIL STATION					BIO DE JANEIRO, BRAZIL							
11. POSITION TITLE					12. POSITION NUMBER			13. CAREER SERVICE DESIGNATION				
1st SECRETARY, POLITICAL OFFICER					0186			D				
14. CLASSIFICATION SCHEDULE (GS, LB, etc.)			15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE					
FSR GS			0136.05		03 7 16 4		23,646. \$27,549					
18. REMARKS												
<p>FROM: DDP/WH/COG/OFF OF THE CH/POS #1105 HOME BASE WH APPROVED 259a attached</p> <p>1 - Finance 2 - Security</p>												
18A. SIGNATURE OF REQUESTING OFFICIAL				DATE SIGNED		18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER				DATE SIGNED		
HENRY L. BERTHOLD C/WH/Pers												
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL												
19. ACTION CODE	20. EMPLOY. CODE	21. OFFICE CODING		22. STATION CODE	23. INTEGRATED CODE	24. HDQTRS. CODE	25. DATE OF BIRTH		26. DATE OF GRADE	27. DATE OF LEI		
		NUMERIC	ALPHABETIC				MO.	DA.	YR.	MO.	DA.	YR.
28. NTE EXPIRES		29. SPECIAL REFERENCE		30. RETIREMENT DATA		31. SEPARATION DATA CODE		32. CORRECTION/CANCELLATION DATA		33. SECURITY REQ. NO.		34. SEX
MO. DA. YR.				1-CSC 2-ORGN 3-FICA 5-NONE		CODE		TYPE MO. DA. YR.		EOD DATA		
35. VET. PREFERENCE		36. SERV. COMP. DATE		37. LONG. COMP. DATE		38. CAREER CATEGORY		39. FEGLI/HEALTH INSURANCE		40. SOCIAL SECURITY NO.		
CODE 0-NONE 1-5 YR. 2-10 YR.		MO. DA. YR.		MO. DA. YR.		CAR/RESV PROV/TEMP		CODE CODE 0-WAIVER 1-YES		HEALTH INS. CODE		
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE				42. LEAVE CAT. CODE		43. FEDERAL TAX DATA				44. STATE TAX DATA		
CODE 0-NONE 1-NONE 2-BREAK IN SERVICE (LESS THAN 3 YEARS) 3-BREAK IN SERVICE (MORE THAN 3 YEARS)				CODE		FORM EXECUTED CODE NO. TAX EXEMPTIONS				FORM EXECUTED CODE NO. TAX EXEMPTIONS		
						1-YES 2-NONE				1-YES 2-NONE		
45. POSITION CONTROL CERTIFICATION						46. O.P. APPROVAL				DATE APPROVED		
						RETURN TO CIA Background Use Only Do Not Reproduce						

I RESIGN EFFECTIVE _____ FOR THE FOLLOWING REASON:
(Date)

SIGNATURE OF EMPLOYEE

FORWARD COMMUNICATIONS, INCLUDING SALARY CHECKS AND BONDS, TO THE FOLLOWING ADDRESS (Number, Street, City, State, Zip Code)

Items 1 thru 7 and Items 9 thru 18a - The initiating office should fill in each of the referenced items. Items 3 thru 7 and 9 thru 18 require information which pertains *only* to the action requested, and NOT to the current status of the employee unless specific items remain unchanged.

Item 5 – "Category of Employment" should show one of the following entries:

Regular
Part Time
Temporary
Temporary

Summer
Detail Out
Detail In

WAE
Consultant
Military

Item 9 - "Organizational Designations" should show *all* levels of organization pertinent to identifying the location of the position:

FIRST LINE Major Component (*Director, Deputy Director, etc.*)
Office, Major Staff, etc.
Foreign Field or U.S. Field (*if pertinent*)
Division or Staff (*subordinate to first line*)
Branch
Section
Unit

Items 11 and 15 — "Position Title" and "Occupational Series" should be the standard abbreviated title and corresponding occupational series in Handbook of Official Occupational Titles and Codes for the duties actually to be performed by the employee. If different from the title and series of the position occupied as shown on the most current edition of the Position Control Register or Form 261, Staffing Complement Change Authorization, explain under Item 18—Remarks.

Item 18b — Signature should be that of the official authorized to approve for the Career Service to which the employee belongs. If more than one Career Service is involved, *the gaining Career Service should approve* and the other Career Service should concur in Item 18, Remarks.

ROUTING— The original only of this form will be forwarded to the Office of Personnel *through* the appropriate Career Service official(s). In the case of requests specified in HB 20-800-1, which require advance approval of or notification to the Office of Security or the Office of Finance, one copy only will be sent to the Office(s) concerned.